

## Table of Contents

1.0 PURPOSE .....	3
2.0 COMMITMENT .....	3
3.0 FATALITY PREVENTION .....	3
4.0 COMPLIANCE WITH REGULATIONS .....	3
5.0 ADMINISTRATION REQUIREMENTS .....	4
5.1 Contractor Visitors .....	4
5.2 Orientation / Contractor Identification .....	4
5.3 Environmental Expectations / Aspects .....	5
5.4 Health and Safety Expectations - Conduct of Contractor Employees .....	6
5.5 Substance Abuse .....	7
5.6 Job Safety Analysis (JSA) .....	8
5.7 Pre-Job Meeting .....	8
5.8 Daily/Weekly/Monthly Safety Meetings .....	8
5.9 Inspections and Audits .....	8
5.10 Personal Protective Equipment (PPE) .....	9
5.11 Signs and Barricades .....	10
5.12 Emergency Response Action Plan .....	11
5.13 First Aid and Emergency Treatment and Response Plan .....	12
5.14 Injury / Illness / Injury Free Event – Notification, Investigation and Reporting .....	13
5.15 Fire Protection .....	13
5.16 Security .....	15
5.17 Traffic Routing .....	15
5.18 Utilities and Facilities .....	15
5.19 Alcoa Equipment .....	16
5.20 Alcoa Miscellaneous Shipping Order (MSO) (Alcoa Owned Material) .....	16
5.21 Housekeeping .....	16
5.22 Material Passes .....	17
5.23 Work Permits .....	17
6.0 INDUSTRIAL SAFETY: .....	18
6.1 Asbestos .....	18
6.2 Coal Tar Pitch .....	18

6.3	Confined Space Entry .....	19
6.4	Electrical Hazards .....	19
6.5	Excavation/Trenching .....	20
6.6	Fall Protection – General Industry; 4ft and greater .....	20
6.7	Hazardous Material / Safety Data Sheets .....	20
6.8	Heat Stress Prevention Program .....	21
6.9	Hoisting & Rigging .....	21
6.10	Ladders/Scaffolding.....	21
6.11	Lead .....	23
6.12	Lockout/Tagout/Verify .....	23
6.13	Mobile Equipment .....	24
	Driving, Vehicle Parking and Pedestrians .....	24
	Contractor, Subcontractor & Contracted Services Mobile Equipment.....	25
	Mobile Equipment Access Permit .....	26
	Scissor lift and Aerial Lift .....	26
6.14	Power Tools and Extension Cords.....	27
6.15	Respiratory Protection .....	27
6.16	Accessing Roofs .....	27
6.17	Work Areas Requiring Special Skills .....	27
	REFERENCES:.....	28

## **1.0 PURPOSE**

Site Conditions is a required document describing the responsibilities of Contractors, Subcontractors and Contracted Services when performing engineering project work and other internal work on Alcoa sites. **Site Conditions are to be included in all contracts and purchase orders for Contractors, Subcontractors and Contracted Services.** Subcontractors may not be used without consent from the Procurement Manager. Any approved Subcontractors must meet all pre-job requirements including Prequalification, Orientation, Training and Identification.

## **2.0 COMMITMENT**

All Contractors, Subcontractors and Contracted Services are expected to understand and comply with [Intalco 's Environmental Health & Safety Value and Policy](#) which is also available at the Intalco Main Gate.

### **ENVIRONMENTAL HEALTH & SAFETY VALUE**

*We will work safely in a manner that promotes the health and well being of the individual and the environment.*

### **ENVIRONMENTAL HEALTH & SAFETY POLICY**

*It is Intalco's policy to operate in a safe, responsible manner which respects the environment and the health of our employees, our customers and the communities where we operate. We will not compromise environmental, health or safety values for profit or production.*

All Contractors, Subcontractors, Contracted Services are expected to understand and comply with the environmental, health and safety (EHS) requirements in these Site Conditions. Contractor, Subcontractor and Contracted Services management is responsible for the environmental, health and safety performance of their employees and for the impact their employees may have on others.

The safety and health of Alcoa and Contractor employees is of highest priority. The Intalco Health and Safety Procedures are available to ensure compliance to site requirements. Intalco supports a safe and healthy work environment with a goal of ZERO incidents and ZERO tolerance to non-compliance with STOP WORK AUTHORITY granted to all employees.

## **3.0 FATALITY PREVENTION**

Contractors will receive Fatality Prevention Awareness during orientation.

## **4.0 COMPLIANCE WITH REGULATIONS**

Contractor, Subcontractor and Contracted Services shall comply with all applicable governmental, state and local EHS laws, regulations, rules, codes and other documents referenced in the contract. Additionally, the Contractor, Subcontractor and Contracted Services shall comply with Alcoa Standards and Intalco Procedures. Any violation or deviation from the above conditions by the Contractor may result in the dismissal of the Contractor or Contractor's employee from the property and cancellation of contracts with Alcoa.

Title	Parts	Regulatory Entity
Title 33 Navigation and Navigable Waters	1-124	Coast Guard, Department of Homeland Security
	125-199	
Title 29 Labor	Part 1910 Part 1926	Occupational Safety and Health Administration, Department of Labor
Title 40 Protection of Environment	1-790	Environmental Protection Agency

## 5.0 ADMINISTRATION REQUIREMENTS

### 5.1 Contractor Visitors

Anyone visiting a contractor while on the plant site, must be authorized through Plant Security/EMT at the main gate with a valid Visitor Pass and escorted at all times by the Contractor.

### 5.2 Orientation / Contractor Identification

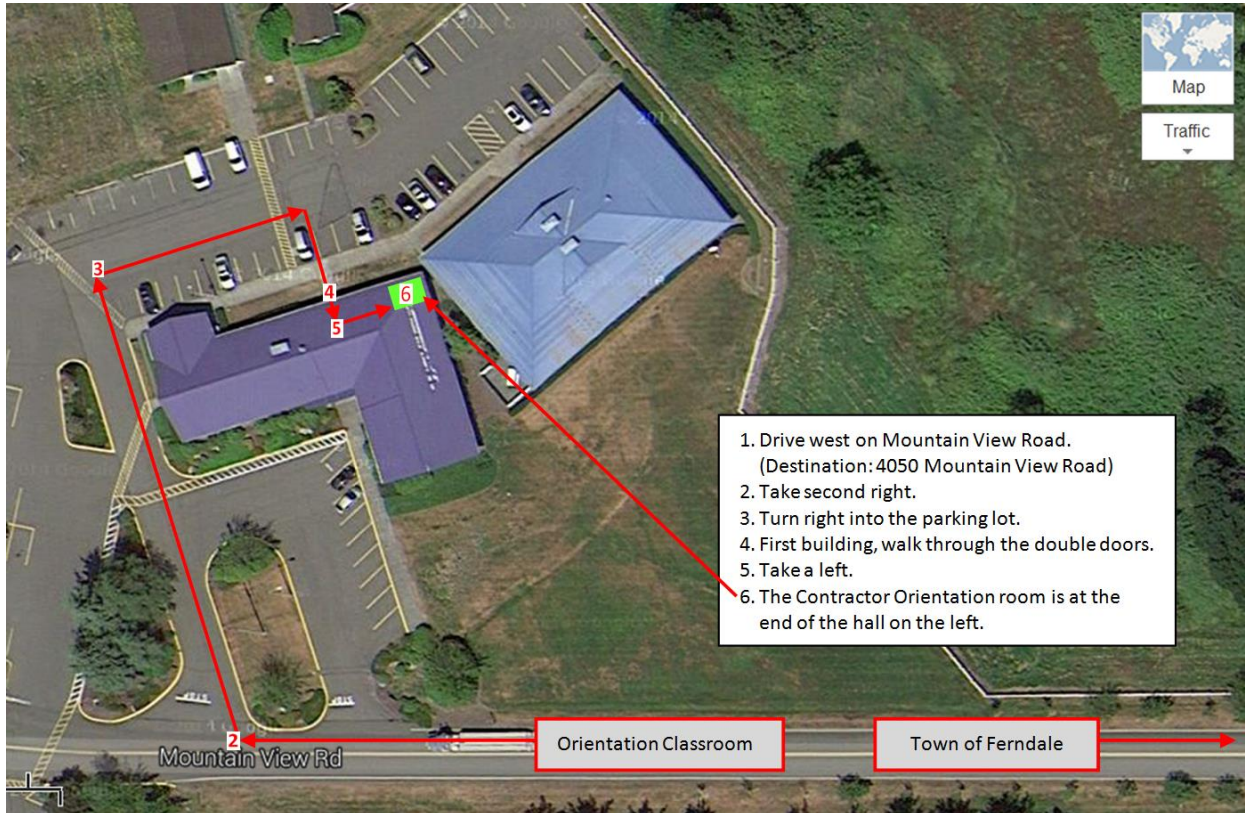
Orientation is required for all Contractor, Subcontractor, and Contracted Services employees. **No one may work at Intalco without successfully completing an orientation.**

Orientation shall be conducted by Intalco Responsible Person(s) or other authorized personnel. The orientation provides location specific environmental, health and safety information on Site Conditions, emergency procedures, 32.60 awareness, permit requirements, site traffic patterns, adjacent operating production equipment, and waste disposal pertinent to working at Intalco.

All approved contractors, their employees and sub tier contractors will be issued a Contractor photo ID, valid for one year from date of issue for plant entry. The photo ID is issued after the contract employee successfully completes the Contractor Orientation process.

Contractors and sub-tier contractors will not be admitted to the plant without prior authorization from Procurement and the EHS Department. Once authorized to enter the plant site, all contractors must comply with Intalco's Health and Safety Policies.

Orientation Training Location:



### 5.3 Environmental Expectations / Aspects

The Contractor is required to comply with the Emergency Planning and Community Right-to-Know Law and all applicable State Right-to-Know Laws. Intalco will make the Contractor aware of any location specific environmental concerns.

Before beginning any on-site activity, the Contractor shall possess and maintain copies of any pre-project, air, water, or waste permits required by Intalco or the regulating authorities. Environmental permits authorizing work to be done shall be maintained by the contractor at the work site.

Releases to the environment, including spills, gas releases, explosions, etc., are considered a serious matter. A release constitutes potential for ground water contamination, surface water contamination or releases of hazardous materials into the atmosphere, even if the material released is not generally considered hazardous.

Releases that could be encountered at the location include, but are not limited to the following:

1. Oil/Petroleum Spills (diesel, gasoline, motor oil, etc.)
2. Hazardous Waste Spills

3. Hazardous Substance Spills/Releases (solvents, acid, paint, etc.)
4. Fires or Explosions related to any of the above.

The Contractor shall provide impermeable secondary containment in storage areas where flowable materials are subject to spilling.

If a release occurs, the Contractor shall take the following steps:

1. Attempt to contain the release, if possible, without risking bodily harm. If there is immediate danger, evacuate the area.
2. Immediately contact the Intalco Security/EMT at x7911 (or 360-384-7301 if using cell phone) and provide the details of the release, even if the material involved is not considered hazardous.

When notifying Intalco Security/EMT provide the following information:

1. Exact location of the release.
2. Type and description of released material.
3. Estimated amount of material released / or size of the fire.
4. Extent of injury or property damage occurring, if known.
5. Extent of actual or potential environmental damage, if known.
6. What actions, if any, have been taken to control the release.

Intalco Security/EMT will take appropriate action per Intalco's Release Prevention, Control and Countermeasure Plan. Clean up will be performed according to Alcoa standards with the Contractor responsible for payment of all expenses incurred.

Disposal of Contractor generated waste materials of Alcoa owned property shall be in accordance with Intalco's Environmental Waste Disposal Plan. Disposal of waste materials such as batteries; engine oil, transmission fluids, hydraulic fluids, filters, radiator fluids, tires and fluorescent light bulbs shall also be in accordance with Intalco's Environmental Waste Disposal Plan. An Alcoa Representative will direct the disposal of any non-hazardous waste from the job sites.

The Alcoa Environmental Representative shall direct the disposal of any hazardous waste from the job sites. Advanced notice must be given to Alcoa's Environmental Representative so that appropriate sampling, labeling and notifications can be made.

#### **5.4 Health and Safety Expectations - Conduct of Contractor Employees**

While on Alcoa Property, the Contractor's employees shall not engage in any dangerous, illegal or outrageous conduct, including but not limited to the following:

1. Violating safety rules or common safety practices, or causing a safety threat to a co-worker.
2. Creating or contributing to any unsafe or unsanitary condition.
3. Unnecessarily distracting the attention of any employee who is working, or participating in a non-work related activity that interferes with the job.

4. Using abusive language.
5. Threatening, intimidating, harassing, coercing or interfering with fellow employees.
6. Discriminating by talk or action against groups or individuals on the basis of race, color, sex, age, religion, disability, veteran's status, pregnancy, or national origin.
7. Immoral conduct or indecency, sexual harassment, or possessing or displaying offensive verbal, visual or physical material or objects of any kind.
8. Fighting or instigating a fight.
9. Theft, abuse or deliberate destruction of property, tools or equipment of employees or the Company.
10. Gambling of any type.
11. Possessing firearms or other weapons on Company premises.
12. Making false or malicious statements concerning an employee, the Company, or its products.
13. Falsifying records, including time cards, or making untrue statements that may result in the falsification of records. Misusing or removing from premises, without permission, employee lists, blueprints, records, or confidential information of any nature, in any form.
14. Soliciting, collecting contributions, or distributing written or printed matter without permission of management.
15. Posting or removing notices, signs or writing in any form on bulletin boards or Company property without specific permission of management.
16. Possessing or using televisions, radios, VCR's, or cameras for personal use on Company premises without permission.
17. Practical jokes, horseplay or throwing materials on Company premises; or not giving attention to job during working hours.
18. Failure to obey supervisor or other forms of insubordination.
19. Frequent tardiness or absences from work.
20. Leaving job or work area during working hours without permission.
21. Performing personal work on Company time or excessive use of telephones for personal use.
22. Any action or behavior illegal under local, state or federal law.
23. Smoking on plant property.

## **5.5 Substance Abuse**

Possessing or consuming any intoxicating beverage or illegal substance is forbidden. Reporting for work in an unfit condition, including being under the influence of intoxicants or controlled substances, or misuse of any prescription drug is not allowed. Contractors, Subcontractors and Contracted Services shall monitor their employees prior entering Alcoa property and also in the course of their work. Those found to be under the influence of an intoxicating beverage or illegal substances will be removed from the work site and denied future admittance.

Drug and/or alcohol testing shall be in compliance with Alcoa policy and governmental regulations. Testing will consist of a 5-panel drug screen and for alcohol presence. Refusing to submit to drug and/or alcohol testing when directed, or test results showing the presence of alcohol or illegal drugs will be grounds for dismissal.

## 5.6 Job Safety Analysis (JSA)

The contractor has the responsibility to prepare a Contractor Safety Plan (Job Safety Analysis) prior to the PreJob meeting. The Job Safety Analysis identifies the hazards present during the project and required countermeasures developed to control them. The JSA is reviewed by the Intalco Project Coordinator and to ensure all EHS aspects of the project are covered. Work cannot begin until the JSA has been reviewed and signed by the Intalco Project Coordinator and Intalco Contractor Safety SPA. The Contractor JSA shall be reviewed with the crew. All crew members must sign the JSA prior to starting work. All visitors must review and sign the project JSA posted at job site before entering work area.

## 5.7 Pre-Job Meeting

Prior to starting work, the Contractor, Subcontractor or Contracted Services shall meet with Alcoa's representative(s) for a Pre-Job meeting in order to ensure a correct understanding of the required environmental, health and safety, security, fire protection, accident reporting, permits, scheduling, and operating requirements. The Contractor, Subcontractor, or Contracted Services shall make available copies of the Contractor's Safety Manual, training documentation, and any other related materials. The meeting will also address the materials and equipment necessary to complete the work.

## 5.8 Daily/Weekly/Monthly Safety Meetings

A daily toolbox meeting must take place prior to the start of shift.

All Contractors shall conduct weekly Safety Meetings with their employees that work on the site. This meeting shall reinforce the EHS requirements, review compliance and near-miss incidents caused by non-compliance and establish procedures for present or anticipated activities. Meeting minutes and sign-in attendance shall be documented. This documentation shall be submitted on a weekly basis to the Intalco Project Coordinator.

All Contractors shall complete a "Monthly On-Site Contractor Manpower/Injury/Incident Summary". The summary shall be given to the Alcoa Responsible Person(s) no later than the fifth working day of the end of the month. This report includes man-hours worked for all areas of the plant and accident information.

Construction contractors shall conduct a "Post Safety Task Debriefing" at the end of each project. The documentation shall be signed by the contractor supervision and employees and given to the Intalco Project Coordinator.

## 5.9 Inspections and Audits

Inspections and audits of the work site are essential tools for elimination of workplace injuries and incidents. The contractor shall perform periodic inspections as required by government regulations. Intalco requires a documented audit completed daily by the contractor.



The Intalco Project Coordinator(s)/representative will perform periodic inspections and audits to ensure the Contractor is complying with all provisions of the work scope and Intalco Site Conditions. These audits will be completed at least weekly. If a contractor is rated a “High” or “Forced High”, a daily audit completed by the Intalco Project Coordinator/representative is required.

### **5.10 Personal Protective Equipment (PPE)**

Personal Protective Equipment shall be kept clean and in good working condition.

At minimum, Contractor, Subcontractor's personnel shall wear the following personal protective equipment at all times in any production, maintenance or construction work area, inside or outside of buildings.

**Head Protection** - Approved ANSI Z89, Type 1, Class E & G HiViz green hard hats must be worn by all personnel in all work areas. The bill must be facing forward except when wearing a welding hood. The suspension must remain in the forward position when the shell is reversed. Hard hats are not required worn inside of enclosed vehicle cabs, crane cabs or operator booths.

**Eye Protection** - Company-approved safety eyewear which meets the minimum requirements of Z87 with non-metallic frames and permanently attached side shields shall be worn at all times after passing through plant gates and is also required when performing work on Intalco property outside the plant gates. Safety glasses are not required inside of the closed cab of vehicles, crane cabs or operator booths as long as all of the doors and windows are closed sealing the enclosure. Protective hoods, glasses, goggles, face shields and other types of eye protection will be worn as required by the job. Face shields will be required when tasks are performed or an employee is in very close proximity of equipment being operated that has a high possibility of throwing debris, such as jackhammers, chipping guns, portable grinders, bench grinders, metal working equipment or powered saws. Use of a full-face respirator negates the need for the face shield. Safety eyewear must meet the minimum protection requirements of Level 1, Level 11 or Level 111 approved Intalco eyewear and be matched to the hazards employees are exposed to. Contact lenses and phototropic (photo gray) lenses are not suited for industrial environments and shall not be worn in any operating area of the plant without approval from the Intalco Safety and Health Department. Shaded or dark glasses may be worn for outside activities that require protection with approval from your supervisor. Flip-up shades or indoor-outdoor shaded glasses for drivers are allowed.

**Hearing Protection** - Approved hearing protection devices must be worn by all personnel who enter any of the plant's hearing conservation areas (potlines, casthouse, rod shop, etc. or where posted) or are exposed to noise levels over 85 decibels as specified for the job task per the safe work plan (Job Safety Analysis).

**Clothing and Apparel** – Safe work clothing is required in the plant. Clothing must be 100% cotton, wool, or FR as specified by the Job Safety Analysis or departmental requirements. It is the responsibility of each employee to periodically check and keep his/her safety clothing and all other safety equipment in safe condition. Finger rings, bracelets, necklaces and dangling-type jewelry such as earrings are prohibited from being worn in areas of the plant that require PPE. Dangling earrings are defined as any earring that extends outside of or below the earlobe perimeter. The only exception will be for medic alert bracelets or necklaces. Wristwatches are allowed in all plant areas, wristwatches worn in the Cast house must have a cloth or plastic band. Electrical contractors and

subcontractors performing electrical work in panels or on high voltage systems shall not wear any type of metal wrist watchband/watch.

**Foot Protection** – Minimum 6” high, ANSI Z41.1, work boots with metatarsal guard, steel toe, electrical hazard, impact and compression rating are required in all areas of the plant for Contractors, Subcontractors. Contracted Services requirement are designated by location policy/exposure. The Type 1 boot for “pot step-in” is required for all contractors working around open pots or molten metal. An exemption request to the Contractor Footwear Policy shall be made to Intalco’s Environmental Health and Safety Dept. by contractor supervision. All safety shoes shall be in a good state of repair at all times.

The policy for issuing Intalco boots is as follows:

1. Contractors on-site three days or less will borrow work boots from departmental boot inventories. These boots are to be returned to the Intalco Project Coordinator at the end of the project.
2. Contractors on-site greater than three days will receive Intalco issued boots with the cost covered by Alcoa.
3. Boot replacement (within three years or 180 days of on-site work) cost will be billed to the contractor, unless boot is proven to be manufacturer defective.

**Additional Personal Protective Equipment** - Additional personal protective equipment shall be worn in specific areas and/or under specific conditions as required by OSHA, WISHA and as stated in the Contractor Safety Plan (Job Safety Analysis). Secondary Flame Retardant clothing is required in designated areas in the Casthouse, Potlines and Carbon Plant. Contractor(s) must check with the respective area supervision for the additional requirements.

Reference [Intalco Procedure 03.01 – Personal Protection Equipment](#) for additional information.

## **5.11 Signs and Barricades**

Contractor will provide signs and barricades for their job site. Use barricades to isolate the work area from plant traffic (mobile and foot). All visitors must review and sign the project JSA posted at job site before entering work area.

Based on hazard exposure:

### **Red Tape Use**

Examples are energized components, overhead work, crane swing radius, scaffold under construction and fall hazards. Red Tape is not to be crossed without permission from the worksite supervisor. If the worksite hazard will exist after the contractor's shift, the red tape is to be left in place and not crossed. If the hazard will not be present after the contractor's shift, the red tape can be removed to allow traffic (foot and mobile) in the area.

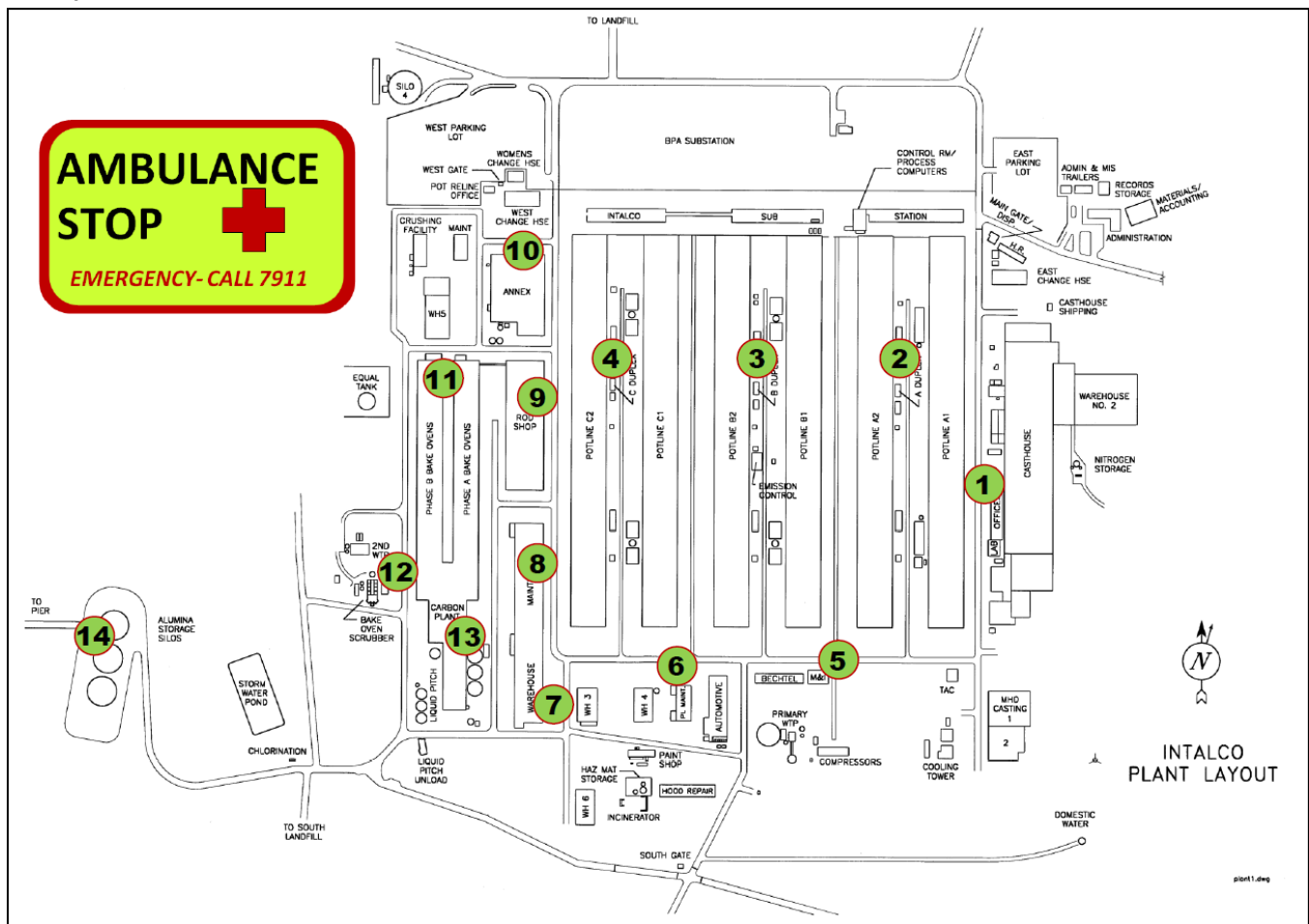
Caution Tape Use

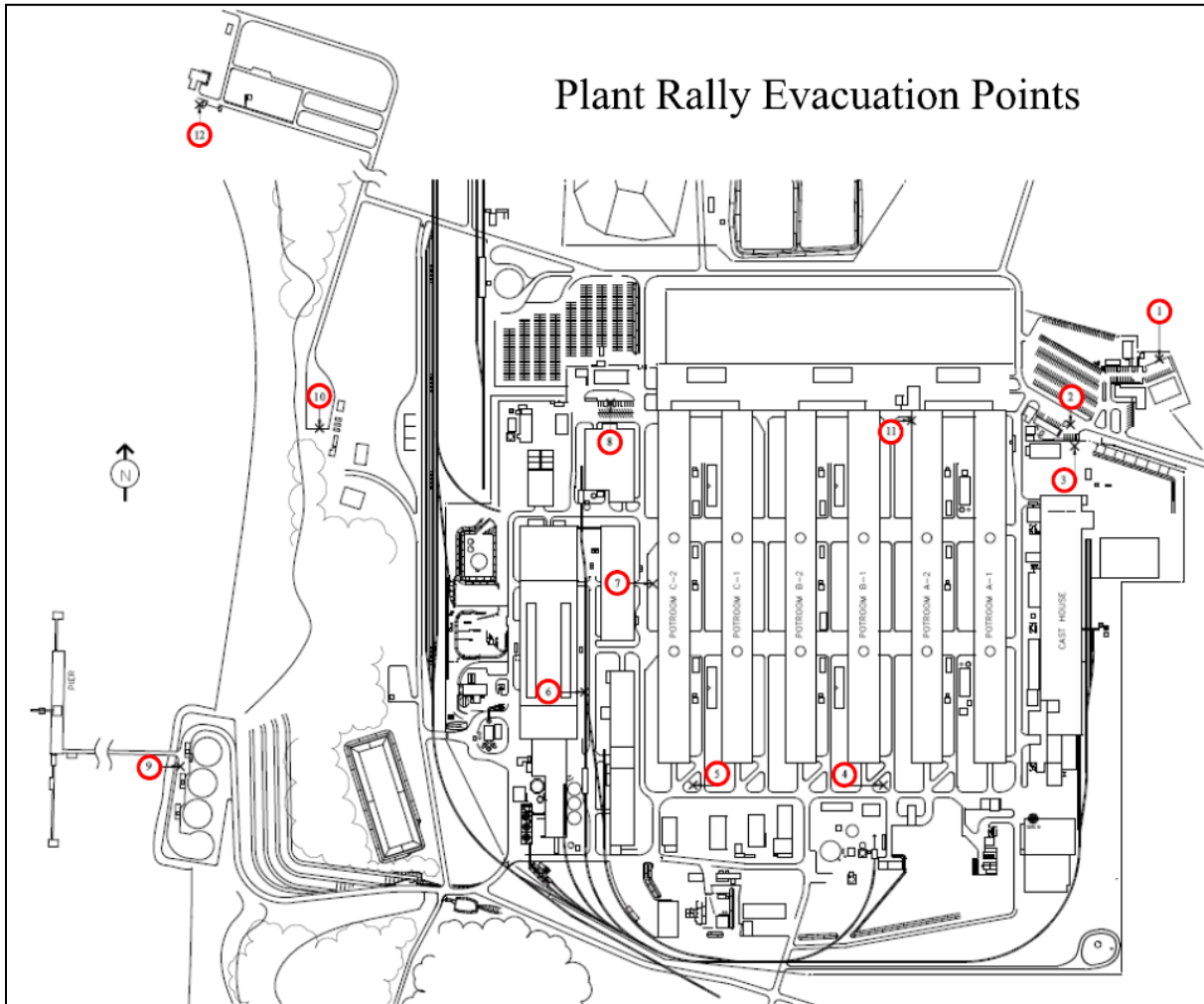
Examples are: General construction, excavation (less than 4 ft. in depth), identification of trip hazards and low hanging objects and arterial storage areas

Reference [Intalco Procedure 09.03 – Safe Work Zones](#) for additional information.

**5.12 Emergency Response Action Plan**

Before beginning work onsite, Contractor, Subcontractor employees will review Intalco’s Emergency Evacuation Response Plan. Report emergencies or fire immediately to the Plant Security/EMT at telephone extension: 7911 (plant phone), or 360-384-7301 if using cell phone. In case of medical emergencies, identify the nearest AMBULANCE STOP to your job site. (Contact your Intalco Project Coordinator for assistance in determining the closest AMBULANCE STOP to your work area.) For all other emergencies, identify the closest Rally Point to the job site.





### 5.13 First Aid and Emergency Treatment and Response Plan

Medical services are available for stabilizing injured workers only. It is your responsibility to arrange for appropriate transport to the medical facility of your choice for treatment of injured workers. Contact the Nursing Supervisor in the medical department or Plant Security/EMT at extension: 7911 (plant phone), or 360-384-7301 if using a cell phone at the Intalco Main Gate for more information.

The Contractor, Subcontractor and/or Contracted Services will have a written control plan to eliminate or minimize employees' exposure to blood borne pathogens/body fluids in the workplace. Any contractor employee, (such as a First Aid provider) with the potential of being exposed to blood and other bodily fluids must be trained to this program and a copy of the training roster provided to the Nurse Supervisor in medical.

#### **5.14 Injury / Illness / Injury Free Event – Notification, Investigation and Reporting**

The Contractor, Subcontractor or Contracted Services shall investigate all incidents involving injuries, injury free, near misses or property damage. In the case of such event, the Alcoa Responsible Person or Project Coordinator shall be notified immediately by the Contractor, Subcontractor or Contracted Service.

The Contractor, Subcontractor or Contracted Service will use the Intalco Triple I form to capture and provide preliminary information to Intalco's Health and Safety Department **within 24 hours of the incident**. A finalized version of the Triple I shall be submitted to Intalco's Health and Safety Department **within 72 hours of the incident**.

Reference [Intalco Procedure 04.01 Accident/Incident Investigation Procedure](#) for additional information.

#### **5.15 Fire Protection**

Open fires are prohibited.

##### **Temporary Buildings**

The Alcoa Responsible Person(s) or Project Coordinator shall approve the type of construction, i.e., combustible or non-combustible, and location of temporary buildings. Temporary structures located within another building or structure shall be of either a non-combustible construction or of a construction having a fire resistance of at least one hour.

Temporary buildings, located outside and not used for the storage or handling of flammable or combustible liquids, flammable gases, explosives, blasting agents or similar hazardous occupancies, shall be located at least 10 feet from another building or structure.

##### **Storage and Dispensing of Flammable Liquids**

Do not store flammable liquids inside buildings unless approved by the Alcoa Responsible Person(s).

Outside temporary/portable storage tanks of 1000-gallon maximum size shall be placed a minimum of 75 feet from buildings, construction equipment, parking lots, etc., to minimize their exposure to a fire involving the tank.

Provide spill containment equivalent to the capacity of the storage tank. These tanks shall be equipped with self-closing dispensing nozzles. Containers of flammable liquid with flash points below 140 degrees F (vapor pressure not exceeding 40 psi absolute at 100 degrees F) shall be provided with atmospheric and emergency relief vents equipped with flame arrestors. Tanks or drums from which such flammable liquids (by definition above) are dispensed shall be electrically grounded and shall be equipped with bonding wires to complete the grounding with the vessel into which the liquid is dispensed.

Identify tanks with the contents stenciled (4" letters) neatly on all viewable sides of the tank.

No smoking or open flames are allowed in flammable liquid storage areas. Post conspicuous and legible signs prohibiting smoking/open flame. Provide portable dry-chemical fire extinguishers for fuel storage tanks, the size of which is consistent with NFPA Standards.

### **Refueling of Vehicles**

Refuel vehicles only in pre-designated outdoor areas. As a minimum, observe the following procedures for refueling:

- Shut off the vehicle engine.
- Do not smoke
- Do not over-fill fuel tanks.
- When the fuel is liquid propane gas, follow the posted rules for safe filling. This includes turning off the power/electrical system, grounding the vehicle with the provided ground wire and bleeding off the filling hose.
- Do not fill vehicles or containers near storm sewers

### **Transporting Flammable Liquids**

Use containers approved by Underwriters' Laboratories for transporting flammable liquids and clearly label them to identify the contents.

Reference [Intalco Procedure 7.03 – Flammable Liquids and Gases](#) for additional information.

### **Portable Fire Extinguishers (To be furnished by the Contractor)**

Provide and regularly inspect portable fire extinguishers suitable for the potential hazard for equipment, office, building and work activities as per instructions issued by the supervisor of plant fire protection.

Install portable fire extinguishers on all lubrication trucks, mobile cranes, welding/cutting equipped vehicles and equipment service vehicles, etc. including rental equipment of this type. Ensure all contractor and subcontractor employees authorized to use a fire extinguisher have current operator training

### **Burning and Welding**

Burning, welding and other hot work activities can only be performed when a Hot Work Permit is approved and issued by an Intalco Hot Work Permit SPA (Single Point Accountable Person). This will be coordinated through the Intalco Project Coordinator.

Use welding screens where necessary to prevent welding arc flash to other workers. Hot Work Minimum Requirements include hard hat, head sock, wrist protection, welding gloves, ear plugs, safety glasses/cutting goggles and a welding helmet. Grinding requires use of a face shield and goggles as a minimum requirement

Reference [Intalco Procedure 7.02 – Hot Work Program](#) for additional information.

### **Gas Cylinder Precautions**

Observe the following precautions when using or storing oxygen, acetylene and other flammable gas cylinders

1. Oxygen storage areas shall be separated by at least 25 feet from combustible liquids, flammable materials or heat sources such as fire, molten metal or electric lines. If impossible to comply with this 25-foot distance, the oxygen storage area must be isolated by a non-combustible fire barrier with a 1/2-

hour fire-resistant rating.

2. Do not transport gas cylinders by overhead building cranes or truck cranes except in approved holder or carrier designed for this purpose.
3. Properly vent oxygen storage areas.
4. Gas cylinders shall be stored, used and transported vertically and adequately secured. Keep valve caps in place when cylinders are not in use.
5. Maintain regulators and gauges for oxygen and fuel in proper working order while in use. Keep oil and grease away from oxygen cylinders, fittings and hoses.

Reference [Intalco Procedure 7.03 – Flammable Liquids and Gases](#) for additional information.

### **5.16 Security**

All such items, as well as personal vehicles, are subject to inspection by Intalco Security both upon entering and leaving the plant site. Failure to submit to inspection will be sufficient grounds for restricting the individual from further entry to the property.

### **5.17 Traffic Routing**

All construction activity shall be performed in such a manner to minimize interference with normal Intalco operations. The Contractor shall take care in preventing disruption of traffic on job site roads by equipment movements, trucking operations or by employee parking procedures. The road network as shown on the Plant map will be maintained by Intalco. Intalco will not construct or maintain any temporary roads. The Contractor will not construct or maintain any temporary road without Intalco's review and consent. All temporary roads to and around the Contractor's work area shall be contractor responsibility.

### **5.18 Utilities and Facilities**

When water, steam, compressed air, electric power or other utilities supplied by the location are used by Contractors, Subcontractors or Contracted Services, the points of connection, method of connection and connected load shall be approved prior to use.

Contractor employees shall not use Operation's lunchrooms *without permission* but may use vending machines.

Railroad track available for unloading of Contractor's material is limited. The Contractor, Subcontractor shall unload all railroad cars as soon as they have been moved into the job site area. The Contractor, Subcontractor shall arrange all railroad car movements and track available for unloading with the Project Coordinator. The Contractor, Subcontractor shall pay all demurrage charges and claims for damage to cars arising out of unloading operations.

The Contractor, Subcontractor shall not be permitted to stockpile materials unloaded from railroad cars adjacent to the tracks. A minimum clearance of eight feet, six inches from the center of the railroad shall be maintained at all times for personnel, vehicles and equipment or materials. The BLUE FLAG RULE, which is used to lock out the railroad with a derailing device, must be utilized when this minimum clearance cannot be

maintained.

### **5.19 Alcoa Equipment**

Contractors are prohibited from using Alcoa equipment. *If contractors **must** use Alcoa equipment, a **Hold Harmless Agreement** must be completed; and reviewed by Alcoa Procurement before use.*

### **5.20 Alcoa Miscellaneous Shipping Order (MSO) (Alcoa Owned Material)**

Intalco owned material/equipment removed from the Plant site must be accompanied by an Alcoa Miscellaneous Shipping Order (MSO) submitted by the Intalco Project Coordinator. A copy of the MSO shall serve as a pass when presented at the Main Gate.

### **5.21 Housekeeping**

Good housekeeping is indicative of a proactive safety attitude and can eliminate the root cause of many accidents. It can increase productivity, quality of goods produced and services rendered. Housekeeping is the responsibility of each Contractor, Subcontractor or Contracted Services at Intalco. The specific locations for the disposal of waste shall be in accordance with Intalco instructions.

#### Immediate Work Areas

1. All supplies and materials shall be safely and neatly stacked in appropriate containers, or in bins, racks or on pallets. All excess containers, pallets, dunnage, banding, and scrap materials shall be disposed of immediately in proper receptacles and/or areas.
2. All tools and equipment shall be in good working order, free of excess oil, grease, dirt, mud, metal shavings, tailings, or filings. Absorbent material containers shall be used under all pipe or conduit treads.
3. All toolboxes, hand tools, gang boxes and cabinets shall be placed in a safe and orderly fashion, free of access hazards. Gang box or cabinet doors and lids shall be operable and closed when not being accessed.
4. Upon completion of each shift, all tools and/or equipment shall be returned to its proper storage area or place. All abandoned, used, surplus or spent materials shall be stored or disposed of in appropriate areas, ladders, or receptacles.
5. All work areas must be kept clean and orderly. Each employee is responsible for the housekeeping in his/her respective work area.
6. Oil spills, slippery walking surfaces and any other identified hazards shall be cleaned up or corrected immediately.
7. Place oily rags or waste in approved receptacles only.

#### Temporary Storage, Staging or Lay Down Areas

1. All materials should be stored according to project, type, or function, in appropriate containers or on pallets and off the ground on adequate dunnage.
2. All materials shall be stored only in approved locations, out of traffic areas and away from all vent doors, ladders, and walkways. In some cases, space may be available within completed buildings. However, the



use of such space shall be requested and approved prior to the arrival of the materials requiring the storage space.

3. Materials shall be stored so as to allow reasonable access to all items.
4. All surplus materials shall be so noted and appropriate personnel notified for final disposition of materials.
5. Equipment and/or tools of the trade shall be removed from these areas when not in use.

#### Designated Equipment and Materials Storage Areas

1. Damaged or non-functional equipment shall be tagged out of service and either repaired or removed from site.
2. All areas including fabrication sites in and around Contractor buildings and structures shall be maintained in a neat and orderly fashion. All equipment and tools of the trade shall be arranged in an orderly way. Holding bins, helves, or racks shall be used for placement or storage of materials within these structures.
3. All electrical appliances and /or connections shall be of adequate size and/or proper specifications and maintained in a responsible manner at all times.
4. Contractor, Subcontractor and Contracted Services office areas shall be free of access hazards. These areas should not be used for storage of materials.
5. All debris and rubbish except organics and liquids shall be hauled to the area specified by the Intalco Project Coordinator. No burning will be permitted.
6. All scrap materials (aluminum and steel), removed equipment, and surplus equipment shall be hauled to areas designated by the Intalco Project Coordinator. Housekeeping audits will be performed by Intalco personnel. If housekeeping deficiencies are left uncorrected, any cleanup and organization efforts performed by others will be at the expense of the Contractor, Subcontractor, or Contracted Service.

Reference [Intalco Procedure 1.00 – Intalco Housekeeping](#) for additional information.

### **5.22 Material Passes**

A Parcel Pass presented at the Main Gate must accompany Intalco property removed from the construction site. Parcel Passes are available from Alcoa's designated Representative. This requirement applies to all Alcoa items removed by the contractor which will not be returned.

The Contractor / Alcoa Representative, or his/her designated person, shall complete the pass with the correct information and submit the pass to Security/EMT at the Main Gate. The Security/EMT personnel will inspect the materials being removed. The Contractor Superintendent is responsible to see that only materials that are authorized are removed.

### **5.23 Work Permits**

A work permit is a written document requiring authorized sign-off by Intalco and the Contractor, Subcontractor or Contracted Services to perform designated activities. A work permit system shall be utilized for the following activities:

1. [Hot Work– Intalco Procedure 7.02 and permit](#)

2. [Excavating – Intalco Procedure 2.12 and permit](#)
3. [Accessing any Roof – Intalco Procedure 6.02 and Intalco permit.](#)
4. [Entering Confined Spaces – Intalco Procedure 2.06 and Intalco permit.](#)
5. [Working on High Voltage – Intalco Procedure 6.03](#)
6. [Removing Asbestos - Intalco Procedure 2.07](#)
7. [Mobile Equipment Operation - Intalco Procedure 11.01](#)

The Alcoa Project Coordinator(s) will provide the Contractor, Subcontractor or Contracted Services with information regarding other work permits that may be required to perform work in other high hazard areas such as high fire risk or explosion areas, and high potential chemical explosion areas.

## **6.0 INDUSTRIAL SAFETY**

### **6.1 Asbestos**

Intalco has abated a large portion of the asbestos that was originally present on site. There are still many areas of the facility where asbestos is still present. Intalco's Asbestos Inventory can be found in the Asbestos Program 2.07.

Contractors must handle asbestos according to the requirements of applicable State and Department Of Ecology Regulations. Only persons trained and certified may engage in any asbestos work. Contractors must provide documentation of certification. All abatement activity will be performed by an approved asbestos abatement contractor

An Alcoa Intalco Asbestos Abatement Audit Checklist must be completed for each abatement activity. Contractor must provide an asbestos removal plan for the abatement activity. No asbestos-containing materials are allowed to be brought on to plant site without prior approval by Intalco's Industrial Hygienist.

Reference [Intalco Procedure 2.07 - Asbestos Program](#) for additional information.

### **6.2 Coal Tar Pitch**

Coal Tar Pitch Volatile (CTPV) Training is required for contractors that may come in contact with Coal Tar Pitch Volatiles. Areas where there could be potential Coal Tar Pitch exposures are Carbon Plant (Bake oven and Paste Plant), Annex paste plant, Centers 1-7, Potline relining activities.

In areas where there is coal tar pitch volatiles present, there will be no eating, drinking or tobacco use. Eating/drinking is restricted to designated areas only. Inhalation and skin exposures must be prevented. Depending on the exposure level, a half or full face respirator may be required with an organic vapor cartridge/HEPA filter used.

An Intalco representative will provide the contractor with a Safety Data Sheet for CTPVs.

### 6.3 Confined Space Entry

All contractors involved in Confined Space entry must have regulatory Confined Space Training and provide documentation of training. The Confined Space Entry Supervisor will be determined as the Competent Person. Contractors will provide their own confined space monitor.

The following Intalco information must be provided to the contractor prior to entering the Confined Space: **\*\*Confined Space Permit or Checklist \*\*Confined Space Hazard Assessment \*\*Confined Space Entry/Rescue Procedure**; and all Safety Data Sheets for hazardous materials being brought into the Confined Space. After review by the contractor, this information must be kept at the Confined Space. An Intalco Confined Space PERMIT SPA must complete the initial paperwork for all permitted and de-classified confined space entries.

Reference [Intalco Procedure 2.06 – Confined Space Entry](#) for additional information.

### 6.4 Electrical Hazards

All contractor employees must be aware of the electrical hazards that exist at this location and follow the safe work procedures required to address them described below. These hazards are broken down into the categories of High Voltage (above 1000 volts) and Low Voltage (below 1000 volts).

#### **High Voltage (above 1000 volts)**

Unless specially trained and authorized, DO NOT work on or around any high voltage power lines or electrical equipment. Special training shall be required as defined in the Alcoa Document Standard 32.60 and certified by the Alcoa Responsible Person(s).

1. DO assume all power lines and electrical equipment are energized.
2. DO NOT work within 10 feet of un-insulated power lines or equipment.
3. DO NOT have materials, tools, or other objects within 10 feet of un-insulated power lines or equipment.
4. DO NOT operate mobile equipment within 10 feet of un-insulated power lines or equipment
5. DO NOT place buildings, store materials, park vehicles, etc. under power lines or within a 10 feet right of way of power lines.
6. DO NOT block access to substations or other electrical equipment.
7. DO NOT work outside during thunderstorms or when lightning is present.
8. DO NOT leave a vehicle or other mobile equipment if it becomes energized due to contact with a high voltage power line.
9. DO notify the appropriate authority in the event of an electrical malfunction.
10. DO NOT attempt to enter a high voltage area unless you are a qualified person or are escorted by a qualified person.

**Low Voltage (below 1000 volts)**

1. DO NOT work on or around any electrical equipment or **open electrical enclosures** unless you have been specially trained and certified.
2. DO NOT store materials, park vehicles, or leave equipment within three feet of breaker panels, transformers, or other electrical equipment.
3. DO NOT touch cables, breaker panels, transformers, or other electrical equipment.
4. DO NOT use faulty electrical tools, cords, or other equipment.
5. DO use grounded or “Double Insulated” tools, cords, and other electrical equipment.
6. DO use “Ground Fault” outlets and/or cords for all construction activities. Place GFCI’s at source supply end of all cords.
7. DO NOT use metal or other conductive ladders.
8. DO NOT remove “Ground” wires from poles, towers, fences, transformers, motors, panels, or other electrical equipment.
9. DO NOT enter the potlines unless you have received potline electrical safety training or you are escorted by an authorized person.

Reference [Intalco Procedure 6.03 - Electrical Safety](#) for additional information.

**6.5 Excavation/Trenching**

Excavations require a Competent Person be onsite. The Competent Person is responsible for the proper execution of the excavation process. A required [Intalco Excavation Permit](#) is provided by Intalco. Underground obstructions are located using a thorough drawing review; or utility locator company if needed. When working close to known utilities, area scanning or hand probing / hand digging or vacuuming is required until utilities are visibly located. All underground utilities should be surface identified using standard marking codes

Reference [Intalco Procedure 02.12 - Excavation and Trenching Program](#) for additional information.

**6.6 Fall Protection – General Industry; 4ft and greater**

The contractor will provide their own fall protection equipment. All fall protection equipment shall have documentation of inspection within the last six months. All contractors using fall protection shall be trained in fall protection and have documented training. A pre-use inspection is required on all fall protection equipment (i.e lanyards and lifelines). A [Fall Protection Plan](#) must be developed when working on any unprotected elevated work areas of 10’ or more.

Reference [Intalco Procedure 06.02 – Fall Protection Program](#) for additional information.

**6.7 Hazardous Material / Safety Data Sheets**

The Contractor, Subcontractor, Contracted Services must comply with the Hazard Communication Standard. To assist with compliance, Intalco will make the Contractor aware of specific Industrial Hygiene concerns.

The Contractor, Subcontractor, Contracted Service will:

1. Provide Intalco a list of all hazardous materials the Contractor, Subcontractor, Contracted Services plans to bring onsite with a [New Materials Request](#) submitted for their approval.
2. Label all containers of materials brought onto the workplace.
3. Provide its employees with information and training on the hazardous chemicals in their workplace.
4. Report hazardous material emergencies or fire immediately to Security/EMT at telephone extension: 7911 (plant phone) or 360-384-7301 if using cell phone.

Intalco will:

1. Provide Contractors, Subcontractors, Contracted Services with a list of the hazardous materials to which the Contractor, Subcontractor, Contracted Services may be exposed to while in the plant/workplace.
2. Make available to the Contractor, Subcontractor, Contracted Services employees Alcoa's SDS (Safety Data Sheets) for each substance in Alcoa's material inventory.
3. Report hazardous material emergencies such as chlorine spill, propane spill, or fire immediately to Security/EMT at telephone extension: 7911 (plant phone) or 360-384-7301 if using cell phone.

Reference [Intalco Procedure 2.01 – Hazard Communication Program](#) for additional information.

## 6.8 Heat Stress Prevention Program

Heat stress is the result of the body's inability to properly compensate for hot environments. If performing a job that may create heat stress, a safe work plan must be created and documented in the Job Safety Analysis using the recommended guidelines established by the American Conference of Governmental Industrial Hygienists (ACGIH).

Reference [Intalco Procedure 2.03 – Heat Stress Prevention Program](#) for additional information.

## 6.9 Hoisting & Rigging

All hoisting and rigging equipment must be inspected, tagged, and have documentation of inspection in the last six months by a designated "Qualified Person". Additionally, the Qualified Person must inspect the rigging equipment prior to use each day. All rigging activities must be performed by a qualified rigger or performed under the direction and supervision of a qualified rigger.

Reference [Intalco Procedure 9.01 – Crane & Rigging Inspection Procedure](#) for additional information.

## 6.10 Ladders/Scaffolding

Ladders and scaffolding shall be in good condition and comply with OSHA and WISHA requirements. Ladders shall be unpainted and constructed from non-conductive materials. Ladders and scaffolding must be part of the Contractor and Subcontractor's inspection program and completed by the contractor's competent person(s) for ladders and scaffolding. All scaffolding must assembled under the direction of a competent person and inspected prior to use each day.

GENERAL SAFETY RULES FOR LADDERS

1. All portable ladders must be inspected semi-annually by a competent person and have inspection documentation available on site.
2. The contractor intending to use a ladder must inspect it prior to use; including ladders anchored in place.
3. Ladders found defective in any way shall be taken out of service and tagged as such.
4. Ladders must be of the proper length and used only for their intended purpose.
5. Stepladders are not to be used as a straight ladder.
6. Use a ladder only on stable and level surfaces unless secured to prevent accidental displacement.
7. Ladders are not to be moved or shifted while occupied.
8. With stepladder use, the top step and the top platform are not intended as a step.
9. Cross bracing on the rear section of step ladders is not to be used for climbing unless the ladders are designed and provided with steps for climbing on both the front and rear sections.
10. Maintain three-point contact when climbing a ladder
11. Straight and extension ladders must be tied off or held when ascended more than 4 feet.
12. Reaching out more than arm's length beyond either side of a ladder is prohibited unless a properly secured safety harness is worn. First consideration should be given to moving the ladder.
13. A safety harness must be worn in those cases where an individual on a ladder must use both hands to perform work.
14. When working on a ladder near passageways or working areas, precautions must be taken to protect individuals passing by. The area shall be enclosed, barricaded, and a standby person assigned to protect passers-by.
15. Shoes and rungs must be free of grease, oil and mud, etc., before climbing a ladder.
16. Always face the ladder, when climbing up or down.
17. No more than one person is allowed on a ladder at one time unless the ladder is designed for two persons.
18. Equipment and tools shall not be left on the top of or any step of a ladder.
19. When climbing a ladder maintain 3 points of contact. Secure tools in a suitable manner or hoist using a rope and container.
20. Ladders must have a firm footing and shall only be placed against a solid backing capable of supporting the ladder and individual.
21. All ladders must be equipped with safety feet.
22. The base of the ladder should be away from the surface the ladder is resting against, 1/4 of the height of the ladder.
23. When working from the ladder, do not ascend higher than the third rung from the top.

Reference [Intalco Procedure 06.02 – Fall Protection Program](#) for additional information.

## 6.11 Lead

The WISHA Regional Directive 95-1, WAC 296-155-176, is a Standard on Lead for Construction Work. This standard applies to all construction work where lead or lead-containing materials are involved. Construction work is defined as work for construction, alteration and/or repair, including painting and decorating.

- No lead-containing products may be brought in and used on plant-site without prior approval from Intalco’s Industrial Hygienist.
- Intalco’s lead inventory can be found in the Intalco Lead Program - Procedure 2.11. If the material that is being disturbed has not been previously tested, a lead test must be conducted prior to starting work. The Intalco Responsible Person will check the lead inventory and, if necessary, will also test the material to determine if the material is lead-containing.
- The contractor must provide their own personal monitoring if the task requires personal sampling.
- Prior to commencement of the job the contractor shall provide a copy of their written compliance program that achieves compliance with WAC 296-155-17607 (below).

<u>296-155-176</u>	Lead.
<u>296-155-17603</u>	Scope.
<u>296-155-17605</u>	Definitions.
<u>296-155-17607</u>	Permissible exposure limit.
<u>296-155-17609</u>	Exposure assessment.
<u>296-155-17611</u>	Methods of compliance.
<u>296-155-17613</u>	Respiratory protection.
<u>296-155-17615</u>	Protective work clothing and equipment.
<u>296-155-17617</u>	Housekeeping.
<u>296-155-17619</u>	Hygiene facilities and practices.
<u>296-155-17621</u>	Medical surveillance.
<u>296-155-17623</u>	Medical removal protection.
<u>296-155-17625</u>	Communication of hazards.
<u>296-155-17627</u>	Signs.
<u>296-155-17629</u>	Recordkeeping.
<u>296-155-17631</u>	Observation of monitoring.
<u>296-155-17650</u>	Appendix A to WAC <u>296-155-176</u> —Substance data sheet for occupational exposure to lead.
<u>296-155-17652</u>	Appendix B to WAC <u>296-155-176</u> —Employee standard summary.
<u>296-155-17654</u>	Appendix C to WAC <u>296-155-176</u> —Medical surveillance guidelines.

Reference [Intalco Procedure 02.11-Lead Compliance Program](#) for additional information.

## 6.12 Lockout/Tagout/Verify

Contractors will be trained to Intalco Procedure 6.01-LOTOV - Authorized Level. The LTV exam will be administered with a passing score being 80% or greater. Completed exams will be maintained by the Contractor

Safety Training Coordinator. An Equipment Specific Procedure must be used when de-energizing equipment. Contractors will provide and use GREEN personal locks when locking out energy sources.

Contractor work involving the control of hazardous energy must be accompanied by an established Intalco Equipment Specific Procedure lockout plan provided by the Intalco Project Coordinator. In cases where the required equipment specific procedure may not exist (i.e. new construction), a plan must be created and reviewed by the ALCOA Intalco Maintenance Planning Department for approval and/or scheduling before moving forward with controlling hazardous energy.

Intalco recognizes that in some emergency situations, all of the above requirements cannot be met. In these circumstances, the Intalco Project Coordinator or his/her designee, will take responsibility for shutting down equipment, controlling hazardous energy, lockout procedures, and the verification process. Additionally, the Intalco Project Coordinator or his/her designee will assume the responsibility of being the Primary Authorized Person administering a Group Lockout. In emergency situations, the Intalco Project Coordinator or his/her designee, will be present during the installation and removal of contractor's personal locks and tags.

Reference [Intalco Procedure 6.01 – Lock/Tag/Verify](#) for additional information.

## **6.13 Mobile Equipment**

### **Driving, Vehicle Parking and Pedestrians**

All Intalco contractors are to park vehicles in the northern portion of the plant's east parking lot. Vehicles are allowed access into plant only with a valid Vehicle Pass, which is issued at the Main Gate. Additionally, contractors with a current contractor badge are allowed to bring in vehicles in lieu of Vehicle Pass. All contractors authorized to drive vehicles into the plant shall have those vehicles identified using their contractor identification and a contractor ID or vehicle pass. The number of vehicles allowed entry may be restricted by Intalco. Contractor vehicles are to be returned to the east parking lot at the end of the day's work.

No cell phone use allowed while operating mobile equipment. Lights must be on at all times. Seatbelt and parking brake use is mandatory. No passing unless vehicle operator yields the right of way. This does not apply to stationary-parked vehicles. Before entering any building, mobile equipment must make a full stop, sound horn and proceed. Intalco Mobile Equipment Procedure 11.01 requires the engine(s) in all vehicles (including trucks, pickups, automobiles, vans and utility vehicles) be shut down when the operator is not in the normal operating position.

Park vehicles in established parking areas. Only company insured and authorized vehicles to be used for work in plant. Large equipment that requires transportation may be left at the job site as long as it is located as to not impede operations and plant traffic, or is left parked in a red striped zone under high voltage wires.

Pedestrians use personnel doors for access into and out of buildings. Remember to allow mobile equipment right of way in plant. Walk in approved walkways. Make eye contact with vehicle/mobile equipment operator before proceeding. Use extra caution while working in area(s) with traffic congestion. If working in close proximity to



moving vehicles, contractors will wear a high-viz outer garment. Pedestrians must also maintain 25 feet from molten metal pouring operations.

### **Contractor, Subcontractor & Contracted Services Mobile Equipment**

Contractor will provide all mobile equipment unless other arrangements are made (ex. equipment variance). Contractor, Subcontractor, and Contracted Services shall ensure that employees assigned to operate mobile equipment have had the required training and licensing plus have demonstrated the necessary skills to operate the equipment. The Contractor, Subcontractor, and Contracted Services shall also ensure and attest that the equipment has been successfully tested and checked for compliance with applicable Governmental requirements before use.

Contractor vehicles shall be free of access hazards, trash, and surplus, spent or damaged materials when being used to transport personnel. Prior to start of shift, the operator shall complete a documented operational inspection of the vehicles/mobile equipment. The inspection shall remain with the mobile equipment for the duration of its use on site. The contractor shall retain this documentation until project's end. Immediate action shall be taken on items noted that pose serious safety concerns.

All motor vehicles and mobile equipment shall be maintained in a safe operating condition, free of oil, hydraulics, and other fluids leaks. Leaks shall be repaired, with any spillage properly remediated and disposed of in approved containers and/or areas. Guarding of moving parts will be in compliance with Alcoa's requirements. Motor vehicles and mobile equipment shall be equipped with a fire extinguisher and back-up alarm.

All Contractor, Subcontractor and Contracted Services employees are required to wear occupant restraints when operating vehicles equipped with these devices. When mobile equipment is not in use, it must be positioned where it will not obstruct railroad tracks, roadways, walkways, electrical lines or temporary passageways and must not be parked in Red Stripped Zones under high voltage wires. All equipment not in use must be secured to prevent movement or operation.

If a mobile crane is utilized, the operator must have proof of training and documentation of competency when on site. The area where material is being hoisted is to be barricaded using red tape and signage. Maintain communication between crane operator and ground signal person.

Mobile cranes shall not be parked with the boom suspended over walkways, employee passageways, roadways, railroad tracks, electrical or mechanical equipment or buildings. Mobile cranes shall not be parked in a location that may obstruct building crane or bridge crane travel or in red striped zones under high voltage wires.

Always adhere to rated load capacity of machine and verify load stability. Exercise extra caution at intersections.

During the unloading/loading of any product/material from the bed / or flat bed of a vehicle, the vehicle driver and all contractor employees shall remain in the vehicle cab during the process OR in a designated area identified by cone or marker at least 13' from the unloading/loading activity. If it is necessary for the driver or contractor employee to approach the loading/unloading vehicle, the activity **must stop** (with unloader shut off) until the

driver/contractor employee has returned to designated safe zone. Any deviation to this process must be identified on the Job Safety Analysis (JSA) listing extended layers of protection.

When mobile equipment is in use, maintain clearances to prevent anyone from being caught between the equipment and structures. The Contractor shall barricade the work area or provide a flagman for the protection of persons passing by. Mobile equipment operators shall be trained on operation of mobile equipment when working near high voltage electrical lines. Correct distance from electrical lines shall be observed per the requirements of Alcoa's Standard 32.60 - Electrical High Voltage Safety.

### **Mobile Equipment Access Permit**

It is the responsibility of the Alcoa Project Coordinator to insure a **high voltage hazard** is not present when unloading or using aerial lifts, cranes, concrete pumpers, bucket trucks, excavators, backhoes, forklifts, etc. on plant site. Before a piece of mobile equipment, that is 13' in height or more, or having a vertical extension capable of inadvertently entering the 10' restricted zone around any high voltage line can be brought on site, a Mobile Equipment Access Permit (responsibility of the Alcoa Project Coordinator) is required. The 32.60 designee or a Substation qualified electrician will review the Permit prior to its entrance to the plant and acknowledge the notification. A copy of the Permit will be kept at the Substation for reference.

If access is permitted, the Alcoa Project Coordinator or their designee will present the Permit at the Intalco Main Gate, escort the mobile equipment to the off-load site, and supervise the off-loading. Security/EMT will notify the Substation when the mobile equipment has entered the plant site.

The Mobile Equipment Access Permit will remain with the mobile equipment while it is on the plant premises. The Permit **must** be turned in to at the Intalco Main Gate when the contracted mobile equipment exits the plant. The Security/EMT personnel will notify the Substation that the vehicle has vacated the plant premises. Any deviation from the information listed on the Mobile Equipment Access Permit (such as change of equipment operators, or relocation of the mobile equipment to a different area in the plant) requires another review and notification to the 32.60 designee or a Substation qualified electrician.

When working within close proximity to electrical voltage, Intalco will provide training as per job scope in the following protocols:

32.60 – High Voltage

32.69 – Low Voltage

32.70 - Arc Flash

### **Scissor lift and Aerial Lift**

A [Mobile Equipment Access Permit](#) (Intalco to provide) must be in place on the lift while in use on plant site. Operators will provide documentation of fall protection training. The use of fall protection and a Fall Protection Work Plan are required when using an aerial lift. Lanyards shall be adjusted to their shortest length to retain the occupant in the basket or bucket. The worksite shall be isolated using RED tape due to overhead work hazards.

Reference [Intalco Procedure 11.01 – Mobile Equipment](#) for additional information.

#### **6.14 Power Tools and Extension Cords**

All portable electrical equipment must have a pre-use inspection completed by the user before operating; and be double insulated or grounded before using. The one exception to this rule pertains to electrical tools and/or equipment used in the Potlines which must be **ungrounded**. Otherwise use grounded or “Double Insulated” tools, cords, and other electrical equipment. Use “Ground Fault” outlets and/or cords for construction work by inserting the GFCI at the power source supply, before attaching cords/equipment.

Reference [Intalco Procedure 6.03 – Electrical Safety](#) for additional information.

#### **6.15 Respiratory Protection**

The Contractor shall provide Intalco a written respiratory protection plan, which includes the respirator type selected for the task, and also documented on the Job Safety Analysis. Contractor employees must have medical clearance, training and be fit tested before donning a respirator at Intalco; and provide documentation of such. Employees shall not, at any time, have facial hair that comes in contact with the seal of the respirator.

Reference [Intalco Procedure 02.04 – Respiratory Protection Program](#) for additional information.

#### **6.16 Accessing Roofs**

When accessing an existing building roof, Intalco will provide a documented Good Faith Assessment (current within one year). A [Roof Access Permit](#) (identifying any 13.8 kV overhead hazards), notifying Intalco’s Main Gate and a [Fall Protection Work Plan](#) is also required.

Reference [Intalco Procedure 06.02 – Fall Protection Program](#) for additional information.

#### **6.17 Work Areas Requiring Special Skills**

All Contractor, Subcontractor and Contracted Services employees working in jobs that require special skills shall be qualified. If they do not have the appropriate qualifications, the Contractor shall provide EHS Specific Training. This training shall be specific to the hazards unique to Intalco, and provide the necessary knowledge and skill to safely perform the work. The Intalco Project Coordinator will evaluate this training to assure that it meets Alcoa’s requirements. All training shall be documented and provided to the Intalco Project Coordinator.

Hazard Training Required for:

Coal Tar Pitch:

- Green Anode/Paste Plant,
- Liquid Pitch,
- Green Paste,
- Paste Plant
- Annex,
- Crane Bridge(s) or Emission Control
- Centers 1-7

Potline Electrical: Potlines

**REFERNCES:**

- [Accident /Incident Investigation Procedure – Alcoa Intalco Procedure No. 04.01](#)
- [Asbestos Management Program - Alcoa Intalco Procedure No. 2.07](#)
- [Crane & Rigging Inspection Procedure – Alcoa Intalco Procedure No. 9.01](#)
- [Confined Space Entry Program - Alcoa Intalco Procedure No. 2.06](#)
- [Electrical Safety Program - Alcoa Intalco Procedure No. 6.03](#)
- [Fall Protection Program - Alcoa Intalco Procedure No. 6.02](#)
- [Flammable Liquids and Gases – Alcoa Intalco Procedure No. 7.03](#)
- [Hazard Communication Program – Alcoa Intalco Procedure No. 2.01](#)
- [Heat Stress Program – Alcoa Intalco Procedure No. 2.03](#)
- [Hot Work Program - Alcoa Intalco Procedure No. 7.02](#)
- [Housekeeping – Alcoa Intalco Procedure No. 1.00](#)
- [Lead Program - Alcoa Intalco Procedure No. 2.11](#)
- [Lockout/Tagout/Verification Program - Alcoa Intalco Procedure No. 6.01](#)
- [Mobile Equipment Program - Alcoa Intalco Procedure No. 11.01](#)
- [Personal Protective Equipment – Alcoa Intalco Procedure No. 03.01](#)
- [Respiratory Protection Program – Alcoa Intalco Procedure 02.04](#)
- [Safe Work Zones – Alcoa Intalco Procedure No. 09.03](#)

**DOCUMENT REVISION HISTORY**

Document Review	Nature of Revision	Revision Date
H. Diehl / Allen Baxter	Original document	12/28/2013
AM Impero	Text Formatting (section 17)	3/24/2015
R. Wilkinson / AM Impero/ Plant SPAs	Updating all sections with input from SPAs. Changed flow of the information.	4/15/2015
Anne-Marie Impero	Updated format, some text	3/30/2016